

Bylaws

Approved August 21, 2014

Article I. Name

- 1.1 The name of the coalition shall be the ***Vashon Alliance to Reduce Substance Abuse*** (Herein referred to as the **Alliance**).
- 1.2 The **Alliance** is hereby organized as a community coalition in accordance with the guidelines established by the Substance Abuse Mental Health Services Administration (SAMHSA), which defines a coalition as “a community-based formal arrangement for cooperation and collaboration among groups or sectors of a community in which each group retains its identity, but all agree to work together toward a common goal of building a safe, healthy, and drug-free community” (www.samhsa.gov).

Article II. Statement of Purpose

- 2.1 **Vision:** A community united in developing and sustaining an environment where youth can grow up drug and alcohol free.
- 2.2 **Mission:** To reduce and prevent underage drug and alcohol use by engaging, educating and empowering all sectors of our community.
- 2.3 **Objectives:** The objectives of the **Alliance** are:
 - 2.3.1 To establish and strengthen collaboration among the Vashon-Maury Island local organizations, businesses, individuals, private non-profit agencies, and Federal, State, and local governments to support the efforts of our community coalition to reduce, and eventually prevent, underage drug and alcohol use/abuse. Success will be measured by establishing relationships with at least three additional organizations annually.
 - 2.3.2 To reduce underage drug and alcohol use/abuse, and over time reduce drug and alcohol abuse among adults, by addressing the factors in our community that increases the risk, while promoting the factors that minimize the risk, of drug and alcohol use. Success will be measured by annually comparing survey results from prior years to track favorable change in target population.
 - 2.3.3 To develop and implement a plan to build the capacity of the **Alliance** to ensure the coalition’s long-term sustainability to implement current and future coalition goals. Success will be measured by the ongoing development of a long-term strategic outline for

sustainability, and maintaining a minimum of twelve sector representatives to ensure capacity to deliver on current and future coalition goals.

Article III Alliance Boundaries

- 3.1 The boundaries of the **Alliance** shall be the geographic area of both Vashon and Maury Islands, encompassing 37 square miles.

Article IV Membership

- 4.1 **Alliance** membership is open to all community members having an interest in community coalition business.

4.1.1 There are three memberships types:

- 4.1.1.1 General Member
- 4.1.1.2 Sector Representative
- 4.1.1.3 Alliance Officer

4.1.2 All members types must agree to annually sign and comply with current versions of the:

- 4.1.2.1 Community Involvement Agreement (CIA)
- 4.1.2.2 Policies and Procedures
- 4.1.2.3 Code of Conduct, Confidentiality and Ethics

- 4.2 **General Members** are community volunteers and support the **Alliance** by affirming and advocating for the mission and vision of the **Alliance**. They:

- 4.2.1 Do not have voting privileges.
- 4.2.2 Do not have attendance expectations.
- 4.2.3 May serve on any committee/s.

- 4.3 **Primary Sector Representatives:** Any **Alliance** member may recommend prospective Sector Representatives, to be vetted by the Administrative committee. To finalize Sector placement, there must be approval from the majority of the current Sector Representatives.

4.3.1 Primary Sector Representatives must:

- 4.3.1.1 Attend monthly scheduled meetings.
- 4.3.1.2 Provide leadership and direction in accordance with the **Alliance's** vision and mission.
- 4.3.1.3 Participate on at least one of the committees listed in section 5.3.
- 4.3.1.4 Each sector has only one vote, even if the position is shared. See section 4.3.3 and 6.2 for specific voting responsibilities.

4.3.2 All Primary Sector Representatives:

- 4.3.2.1 Serve without pay.

4.3.2.2 Serve for a term of one year, renewable for two more years, for a total commitment of three years.

4.3.3 Primary Sector Representative Responsibilities:

As voting members of the Alliance, Primary Sector Representatives are responsible for:

4.3.1.1 Nomination and introduction of potential new Primary Sector Representatives.

4.3.1.2 Approving new Primary Sector Representatives.

4.3.1.3 The election of **Alliance** officers.

4.3.1.4 All budget approvals (addendums, updates, revisions.)

4.3.1.5 Updating yearly action plan(s.)

4.3.1.6 Creating and applying the logic model.

4.3.1.7 All grant application documents.

4.3.1.8 Attending required trainings as outlined in Policies and Procedures.

4.4 **Alliance** Officers are:

Chairperson, Co-Chairperson, Secretary, and Treasurer

4.4.1 All **Alliance** Officers:

4.4.1.1 Serve without pay.

4.4.1.2 Serve for a term of one year, renewable for two more years, for a total commitment of three years.

4.4.1.3 Attending required trainings as outlined in Policies and Procedures.

Article V Structure

5.1 The Full **Alliance**:

5.1.1 The VARSA **Alliance** includes a chairperson, a co-chairperson, secretary, treasurer, sector representatives, all specific project coordinators, contracted staff and an unlimited number of general members.

5.1.2 The Full **Alliance** meets monthly.

5.2 Community Sectors

There are 17 represented sectors in the **Alliance**. The sectors are as follows:

- a) Youth (18 or younger)
- b) Parents
- c) Business community
- d) Media

- e) Law enforcement agencies
- f) Religious/fraternal organizations
- g) Civic and volunteer groups
- h) Healthcare professional
- i) Youth-serving organizations
- j) Schools
- k) State, local or tribal government agencies with expertise in the field of drug and alcohol abuse
- l) Other organizations involved in reducing drug and alcohol abuse
- m) Vashon Elders
- n) Young Adults – ages 19-25
- o) Recovery support groups
- p) Hispanic/Latino community
- q) LGBTQ

5.3 There are four primary committees, as well as ad hoc committees, within VARSA as well as the Full **Alliance**:

- 5.3.1 Administrative Committee
- 5.3.2 Strategic & School-based Prevention Committee
- 5.3.3 Community Partners Committee
- 5.3.4 Sustainability/Fundraising Committee

5.4 Administrative Committee:

- 5.4.1 The Administrative Committee consists of the executive chairperson and co-chairperson, secretary, treasurer, all funding-coordinators/directors, one representative from each of the standing committees: Strategic & School-based Prevention Committee, Community Partners Committee and the Sustainability/Fundraising Committee, and invited guests.
- 5.4.2 Participating members and guests invited by the chairperson may attend on an “as needed” basis.
- 5.4.3 The Administrative Committee will make day-to-day operational decisions. Items requiring **Alliance** vote will be taken to the coalition at the next scheduled monthly meeting.
- 5.4.4 The Administrative Committee is the steering body of the **Alliance** and shall be responsible for:
 - 5.4.4.1 Attending required trainings as outlined in Policies and Procedures
 - 5.4.4.2 Sustaining the **Alliance**’s vitality, involvement, and energy in the

community.

5.4.4.3 Supporting the overarching principles of cultural competence and ensure its incorporation into the **Alliance's** comprehensive plan.

5.4.4.4 The administration and oversight of all funding.

5.4.4.5 Approval of all **Alliance** expenditures as per ratified budget.

5.4.4.6 Developing the budget, action plan, application materials, and oversight for all funding.

5.4.4.7 Ensuring completion of all required reports and project evaluations.

5.4.4.8 Maintaining standard operating procedures by creating, maintaining and distributing meeting notices, meeting minutes, and operating documentation..

5.4.4.9 Facilitating and coordinating training for **Alliance** staff, members and volunteers.

5.4.4.10 Ensuring all grant requirements are met.

5.4.4.11 Setting the agenda for Full Alliance Meetings

5.4.5 The Administrative Committee will meet a minimum of once per month.

5.5 Strategic and School-Based Prevention Committee:

5.5.1 Shall consist of the principals [or delegate] of all Vashon Island schools, three VARSA designated members, Prevention/Intervention Specialist (when available), contract staff as needed, other local educators.

5.5.2 Shall select a facilitator.

5.5.3 Shall select one member to represent the interests of the committee on the Administrative Committee.

5.5.3 Shall serve in an advisory capacity to **Alliance** by providing analysis and assessments of existing and proposed programs from preschool through grade twelve in an effort to implement a comprehensive community approach to reducing and preventing drug and alcohol use.

5.6 Community Partners Committee:

5.6.1 Shall consist of five Sector Representatives, project coordinators, and an unlimited number of general members.

5.6.2 Shall select a facilitator.

5.6.3 Shall select one member to represent the interests of the committee on the Administrative Committee.

5.6.4 Shall serve in an advisory capacity to **Alliance** by providing written reports and

evaluation on activities/events/strategies.

5.6.5 Shall collect evaluative data for grant reporting.

5.6.6 Shall be responsible for working with staff to implement and maintain projects requiring collaboration among community members

5.7 Sustainability/Fundraising Committee:

5.7.1 Shall consist of five Sector Representatives, project coordinators, and unlimited number of general members.

5.7.2 Shall select a facilitator.

5.7.3 Shall select one member to represent the interests of the committee on the Administrative Committee.

5.7.4 Shall serve in an advisory capacity to **Alliance** by providing written reports and evaluation on activities/events/strategies.

5.7.5 Shall be responsible for creating and implementing at least one annual fundraising event.

5.7.6 Shall collect evaluative data for grant reporting.

Article VI Governance

6.1 Meeting times:

6.1.1 Administrative Committee: minimum of once per month.

6.1.2 Strategic and School-Based Prevention Committee: to be determined in partnership conversation with education partners.

6.1.3 Community Partners Committee: minimum quarterly and as needed to implement strategies/action plans.

6.1.4 Sustainability/Fundraising Committee: minimum quarterly and as needed to implement strategies/action plans.

6.1.5 Full **Alliance** meeting: monthly with additional meetings scheduled as needed.

6.2 Voting:

6.2.1 Voting may be conducted in two ways:

6.2.1.1 By email: Any action required or permitted to be taken by the voting members may be taken without a meeting, if a majority of Alliance Sector Representatives consent in writing to such action. Such written consent or consents, in addition to the actual vote, shall be filed with the minutes of the next full Alliance meeting. Such action by written consent shall have the same force and effect as the majority vote of such members.

6.2.1.2 In person: At an authorized Alliance meeting and in accordance within this section.

6.2.3 A quorum is defined as greater than fifty percent of the total active Sector Representatives.

6.2.4 Passage of a motion requires the presence of a quorum and a majority vote of that quorum. In the event of a tie vote, the Alliance Chairperson or Co-chairperson shall cast the tie-breaking vote.

6.2.5 In absence of a quorum, no formal action/s shall be taken except to adjourn the meeting to a subsequent date. Informational items may be discussed.

6.2.6 Sector Representatives must vote in person, during full **Alliance** meetings, unless the vote is designated to a proxy within executive board.

6.2.7 Election of officers shall be by Sector Representatives, during a full **Alliance** meeting.

6.2.8 Voting in Committees does not require a quorum. Committees are encouraged to reach decisions by consensus, but when that is not possible a simple majority of the participants present will suffice.

6.2.9 Voters with a conflict of interest (e.g., lack of knowledge, fiscal gain, etc.), shall abstain from voting on such issues.

6.3 Minutes are required from all Admin, full coalition, and workgroup meetings, and should be sent to the secretary to be posted to the website, no later than three days after the meeting.

6.4 Sector Vacancies: Vacancies will be filled by the **Alliance**, upon recommendation and successful interview process. Protocol will be followed as per section 4.3. Vacancies should be filled within sixty days.

Article VII Election and Duties of Alliance Officers

7.1 There will be four elected officer positions:

7.1.1 Chairperson: The Chairperson shall be the official spokesperson of the **Alliance**, and in cooperation with the Administrative Committee, provide support and oversight for all business and affairs of the **Alliance**. The Chairperson shall oversee all full **Alliance** meetings.

7.1.2 Co-Chairperson: The Co-Chairperson shall share the duties of the Chairperson. This position shall provide support and oversight to all **Alliance** contractors/employees.

7.1.3 Secretary: The secretary shall be responsible for documenting, maintaining record of, and facilitating accessibility of the record of the official business of the Alliance,

supporting the work of the administrative committee and facilitating communication between all Alliance members, including owning and maintaining distribution lists for email communication.

7.1.4 Treasurer: The treasurer shall be responsible for vetting the completeness of the **Alliance's** budget and reviewing financial reports. The treasure is responsible for keeping detailed records of **Alliance** expenditures and income. This position shall provide a monthly report to the **Alliance**.

7.2 The **Alliance** shall engage a Nominating Committee of three (3) members to screen for officer candidates no later than September 30 of each year. Recommendations of the nominating committee shall be posted 30 days in advance of the November **Alliance** meeting. The Officers of the **Alliance** shall be elected by the Sector Representatives at the November **Alliance** meeting. Terms will be for one year with the option to renew for two additional years. The term will begin on January 1. While in office, officers shall relinquish their Sector Representative position, if held, and voting privileges. Voting privileges may be invoked by special circumstance as outlined in section 6.2. New Sector Representatives will be chosen as permanent replacements, following protocol in section 4.3.

7.3 Following executive service, officers may remain as general **Alliance** members. Their knowledge, experience, and expertise are invaluable to the sustainability of the **Alliance**. Officers emeritus may serve a year as either a sector representative or general alliance member before applying for another executive term.

7.4 Vacancies, Removals, and/or Resignations: Any officer may be removed by the affirmative majority vote of Sector Members. Any officer may resign from the **Alliance** at any time with or without cause.

Article VIII Conflict of Interest and Compensation

8.1 **Alliance** members should avoid even the appearance of impropriety in their dealings with the **Alliance** business and must abstain from voting on any issue where they or a family member have a fiduciary or possibility of a financial interest.

8.2 No **Alliance** member shall perform or receive, for any personal gain (i.e. supplies of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind) or compensation, **unless the fact of such transaction or contracts are disclosed in good faith**, and the **Alliance** authorizes such a transaction.

8.3 The statement in section 8.2 is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the

recipient. Definition of “nominal value” can be found in Alliance Policies and Procedure document.

8.4 **Alliance** members may be compensated as a consultant to the **Alliance** provided that full disclosure of the conflict of interest has been made and approval has been obtained as follows:

8.4.1 Such compensation shall be pursuant to a written contract.

8.4.2 The terms of the contract shall have been circulated to all members of the **Alliance**.

8.4.3 The Administrative Committee shall have approved the contract.

8.4.4 If a contracted Alliance member is a Sector Representative, they should relinquish their voting privileges while under contract.

Article IX Communication

9.1 Electronic communications can provide speed and ease of distribution to all members. The **Alliance** acknowledges this as an efficient way to deliver information but encourages face to face discussion with all pertinent members of the conversation

9.2 All digital/electronic communication guidelines are described in Policies and Procedures handbook and Code of Ethics.

Article X Amendments

10.1 These Bylaws may be amended by a majority vote of Sector Representatives at any regular meeting or special meeting at which a quorum is present. Each Representative must be provided a printed copy of the proposed amendment two weeks prior to the time when the voting takes place.